

## **Civilian Criminalist – Crime Scene Specialist**

FLSA Status: Non-Exempt

### **General Definition of Work**

The Criminalist – Crime Scene Specialist is a full-time Westfield Police Department civilian employee, responsible for performing the duties of collecting, analyzing, and documenting evidence related to criminal investigations. Additionally, this position has responsibilities related to overseeing the operation of the property room and laboratory. This employee works under the general guidance and supervision of the Criminal Investigations Captain. The work hours for this position are typically 8:00 am – 4:00 pm, Monday through Friday. Additionally, this employee will be subject to emergency call out incidents and will be placed on an on-call rotation schedule. Hours and job responsibilities are subject to change based on agency operational needs.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required and are not all-inclusive.

### **Essential Functions**

- Identifies, collects, packages and preserves physical and forensic evidence
- Conducts death investigations, attends autopsies, takes photographs, and collects evidence involving bodily fluids, tissue, and bones
- Oversees and maintains accurate and up-to-date information, reports and files on all items held within the department's property and evidence room or designated locations
- Maintains strict confidentiality and security as to the storage area(s), their content(s) or any case to which he/she has knowledge
- Collects and analyzes fingerprints at crime scenes and in the lab, using chemical latent fingerprinting, fluorescent fingerprinting, electrostatic lifter, supergluing, and physical developing techniques
- Uses chemical processes to collect impressions such as, tool marks, footprints or tire impressions
- Documents crime scenes, evidence, victims, and suspects
- Installs and maintains surveillance cameras and monitoring equipment
- Maintains a record of all personnel who may need access to the property room
- Ensures monies, firearms, drugs and high dollar items are held in a separate and more secure area of the property room
- Ensures that items being booked into property room have appropriate department forms attached and filled out in accordance with directives
- Checks and as necessary retrieves new items of evidence and property placed in temporary storage lockers by officers

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- Responsible for sending notifications to legal owners of unclaimed property and old evidence if possible. Coordinates the sale of old property with the monies generated, being returned to the city in the proper manner
- Periodically purges the property room of unclaimed property and evidence that is no longer needed as a result of a court disposition or failure of owner to retrieve item(s) after proper notification
- Provides training to new officers and periodic training to sworn personnel as needed or requested concerning evidence, property, and crime scene investigations
- Appears and testifies in court proceedings regarding the collection and storage of evidence
- Issued vehicle should be driven in accordance with existing state and local motor vehicle laws and with due regard for the safety of the public
- Process evidence in preparation for delivery to lab
- Assist with public relations events
- Prepares reports and documentation for cases and forfeitures

### **Knowledge, Skills and Abilities**

- Possess and maintain necessary knowledge acquired through training and experience to perform needed and required tasks associated with assigned duties
- Commitment to ongoing relevant education and training
- Maintains awareness of trends and advances in the profession
- Utilizes skills and training to properly collect, store, occasionally analyze, and safeguard all property and evidence, including related documents acquired by the officers of the department
- Ability to set priorities and meet deadlines
- Ability to organize and direct work of self and others
- Ability to act in a professional manner and complete necessary or required tasks
- Ability to competently and professionally interact with officers, staff, prosecutors, and attorneys
- Ability to maintain confidentiality of the various investigations, related information and reports and evidence collected as a result of the investigation
- Ability to act and perform in accordance with all city and departmental policies, training, job description, and expectations
- Ability to communicate effectively both written and verbally
- Ability to perform tasks in a changing and stressful environment, including the ability to maintain control of emotions and actions to make rapid decisions
- Ability to focus on detail and maintain strict standards of accuracy and accountability
- Ability to perform essential functions that will require exposure to adverse conditions such as extreme weather, violent crime scenes, pathogens, toxic substances or other irritants

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### **Education and Experience**

Knowledge of law enforcement practices and methods and techniques for recovering, storing and recording criminal evidence and personal property. Knowledge of records management and maintenance techniques and practices.

Must be a high school graduate or possess a GED and possess at least one of the following prerequisites:

- Post-secondary education in crime scene investigations, forensics and investigative sciences, or a natural science field of study. Bachelor's or higher degree preferred.
- Two years of experience in the field of crime scene investigation, forensic and investigative science, or
- An equivalent combination of education, training, and experience that clearly exhibits the requisite knowledge, skills, and abilities

### **Physical Requirements and Working Conditions**

- Must be able to routinely lift between 50 and 70 pounds
- Overtime and emergency situations which require extended work hours
- Must be able to respond to crime scenes
- May be exposed to inclement weather
- May be exposed to bio-hazard substances such as bodily fluids, tissue, and chemicals

### **Special Requirements**

- Valid Indiana driver's license and a satisfactory driving record
- Ability to travel to out of state training when needed
- Ability to analyze situations quickly and objectively, and determine a proper course of action to be taken